

DORpay Quick Step Guide



March 2017

Indiana Department of Revenue

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Introduction

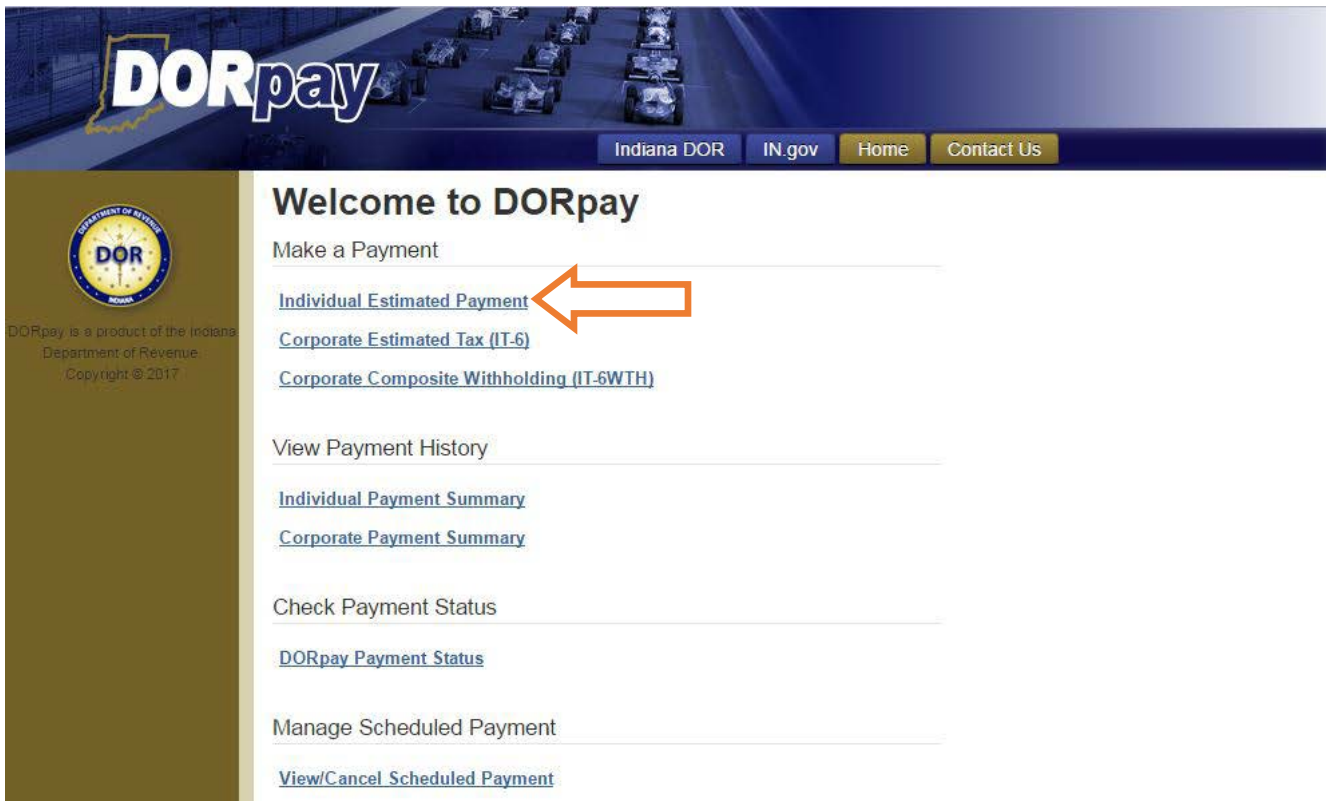
Welcome to DORpay. This payment portal can be used to submit individual estimated tax payments (IT-40ES), corporate estimated tax payments (IT-6) and corporate composite withholding payments (IT-6WTH).

This guide is designed to be an easy, step-by-step guide to using this payment portal.

Images of active DORpay screens walk you through the payment process.

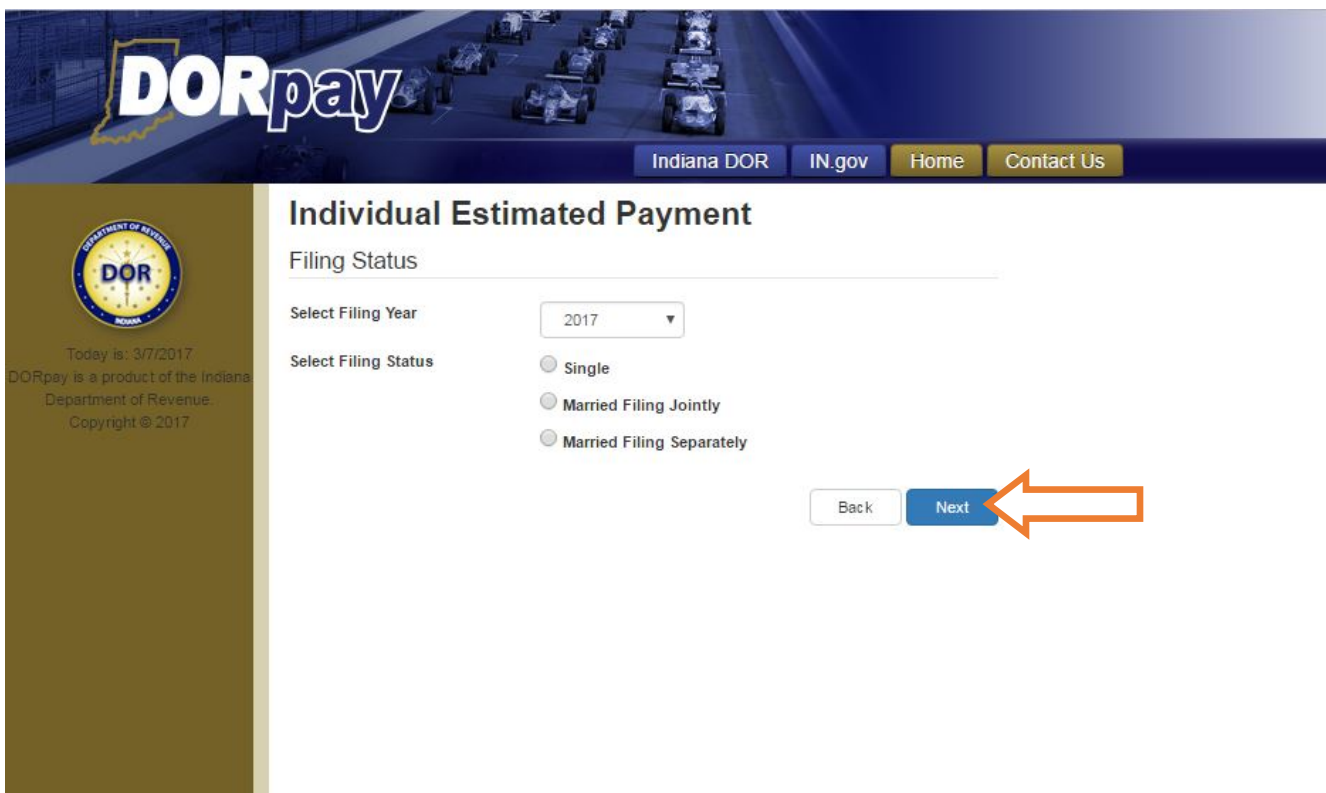
Individual Payments

To make an individual estimated payment, click the “Individual Estimated Payment” link.



The screenshot shows the DORpay homepage. At the top is a blue header with the DORpay logo and navigation links: Indiana DOR, IN.gov, Home, and Contact Us. Below the header is a brown sidebar on the left containing the Indiana Department of Revenue logo and text: "DORpay is a product of the Indiana Department of Revenue. Copyright © 2017". The main content area is white and titled "Welcome to DORpay". It features four sections: "Make a Payment" with links for "Individual Estimated Payment" (highlighted with an orange arrow), "Corporate Estimated Tax (IT-6)", and "Corporate Composite Withholding (IT-6WTH)"; "View Payment History" with links for "Individual Payment Summary" and "Corporate Payment Summary"; "Check Payment Status" with a link for "DORpay Payment Status"; and "Manage Scheduled Payment" with a link for "View/Cancel Scheduled Payment".

Select your Filing Year and Filing Status. Click “Next.”



The screenshot shows the "Individual Estimated Payment" page. It has the same header and sidebar as the previous page. The main content area is titled "Individual Estimated Payment" and has a "Filing Status" section. This section includes a "Select Filing Year" dropdown menu set to "2017" and a "Select Filing Status" section with three radio button options: "Single", "Married Filing Jointly", and "Married Filing Separately". At the bottom right of the form are two buttons: "Back" and "Next" (highlighted with an orange arrow).

If you file your individual income taxes as a single individual, select “Single” and provide your personal information. Click “Next.”

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Individual Estimated Payment

Filing Status

Select Filing Year: 2017

Select Filing Status:

- ☒ Single
- ☐ Married Filing Jointly
- ☐ Married Filing Separately

Personal Information

First Name:

Middle Initial:

Last Name:

Suffix:

SSN:

Back Next

If you file your individual income taxes as a married couple filing jointly, you will be asked to provide both your personal information and your spouse's information.

If you are a married couple filing separately, you are not required to provide spouse information.

Click "Next."

Personal Information

First Name

Middle Initial

Last Name

Suffix

SSN

Spouse Information

Spouse's First Name

Spouse's Middle Initial

Spouse's Last Name

Spouse's Suffix

Spouse's SSN

Back

Next

Verify your information. If you need to make changes to the Filing Year, Filing Status, Name and SSN, click “Edit.” If your information is correct, click “Next.”

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Individual Estimated Payment

Please Verify Identification

You may edit the information you provided to us by clicking on the Edit button to resubmit your information, or you may continue filing with the information as it is by clicking the Next button.

Filing Year
Filing Status
Name
SSN

Edit Next

The system will pre-populate the next screen with your address and contact information. Please provide any missing information and make any necessary corrections to this information. Click “Next.”

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Individual Estimated Payment

Enter Address Information

Country

Street Address

City

State


Zip Code

Email

Phone

Back Next

Select the quarter for which you would like to make a payment. Allocate your payment between the State and County tax due, and select your county. Click “Next.”



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Individual Estimated Payment

Check the box to indicate which installment payment you are making.

Installment Period

Filing Year

2017

Select Filing Status

☒ Q1 2017 Payment, Due April 18, 2017

☐ Q2 2017 Payment, Due July 17, 2017

☐ Q3 2017 Payment, Due October 16, 2017

☐ Q4 2017 Payment, Due January 16, 2018

Payment Allocation

Enter Total Estimated Payment Amount

\$0.00

Enter Portion of Total Payment Amount that represents your State tax due

\$0.00

Enter Portion of Total Payment Amount that represents your County tax due

\$0.00

Select your County

Back

Next

To review the Pay Now option, see page 10.

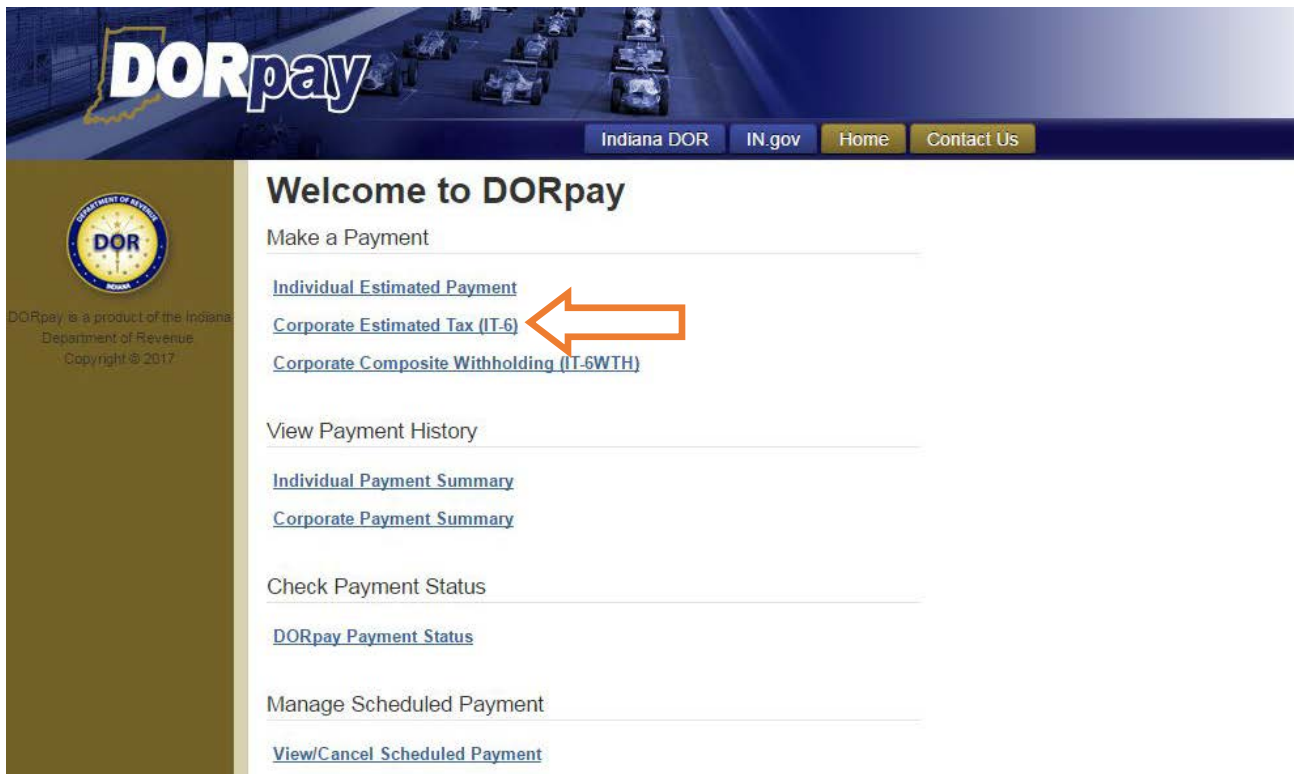
To review the Schedule a Payment option, see page 11.

ACH debit payment options are reviewed on page 12.

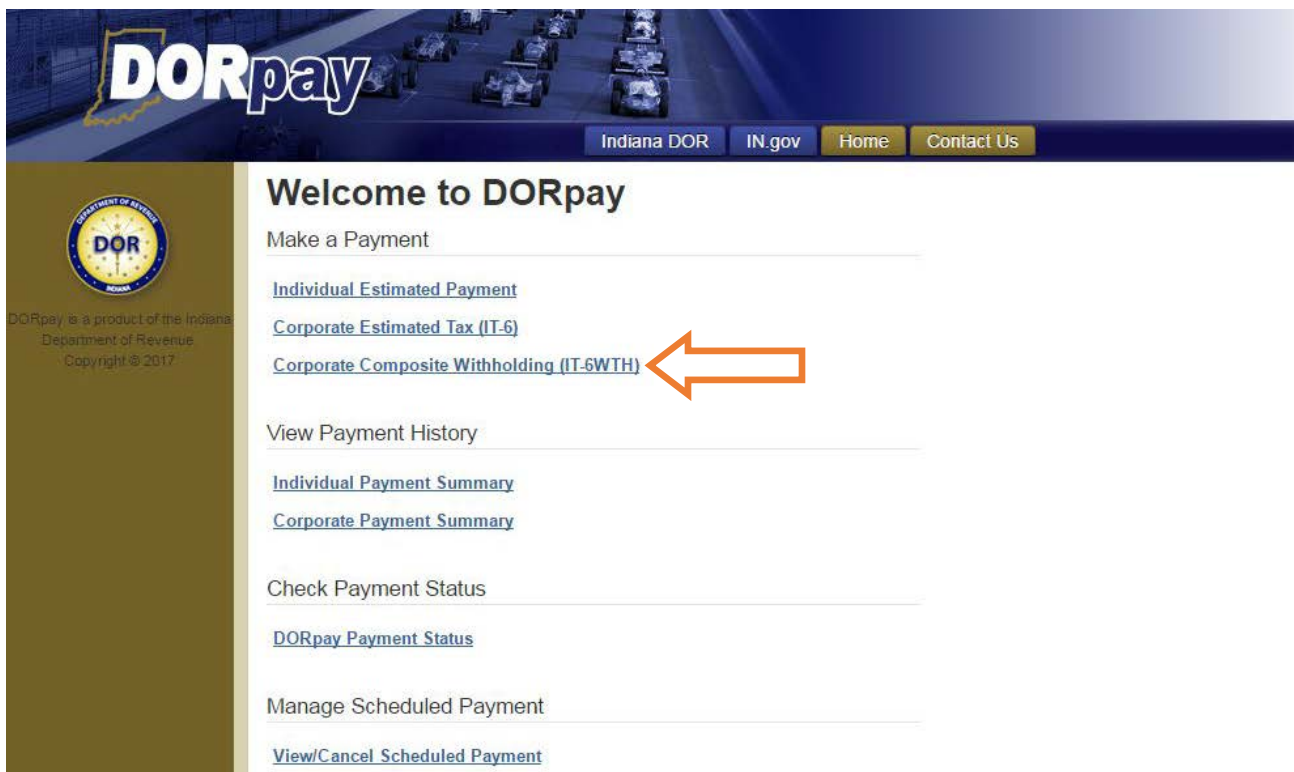
Credit card payments are reviewed on page 15.

Corporate Payments

To make an estimated corporate payment using DORpay, click the “Corporate Estimated Tax (IT-6)” link.



To make a corporate composite withholding payment using DORpay, click the “Corporate Composite Withholding (IT-6WTH)” link.



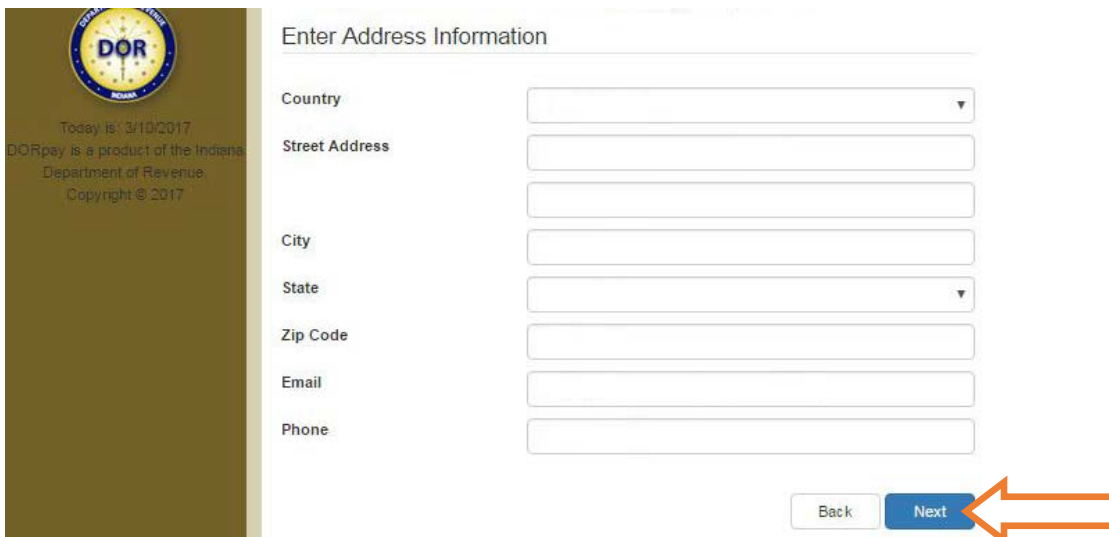
Enter your Federal Tax ID and Corporation Name. The Federal Tax ID must be numeric and 9 digits long. Do not include any hyphens or punctuation when entering your Federal Tax ID. (For example, please use 123456789 instead of 12-3456789.) Click “Next.”



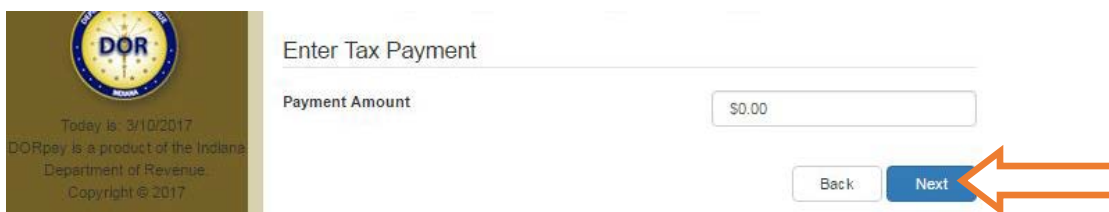
Verify your information. If you need to make changes to the Filing Year, Federal Tax ID or Corporate Name, click “Edit.” If your information is correct, click “Next.”



The system will pre-populate the next screen with your address and contact information. Please provide any missing information and make any necessary corrections to this information. Click “Next.”



Enter your payment amount. Click “Next.”

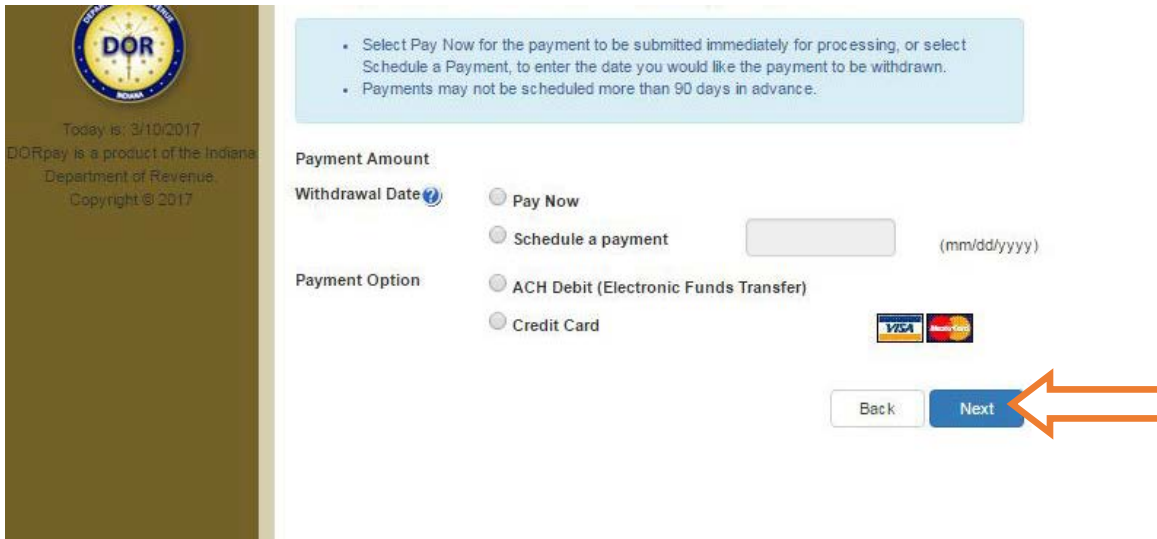


Pay Now Option

Verify your payment amount is correct.

Select “Pay Now” to submit a payment for immediate processing.

DORpay payments are considered timely if the payment is submitted and accepted before 11:59 p.m. Eastern Time on the payment due date. Payment requests submitted prior to 3:45 p.m. Eastern Time will be submitted to your bank for withdrawal from your account the next legal business day.



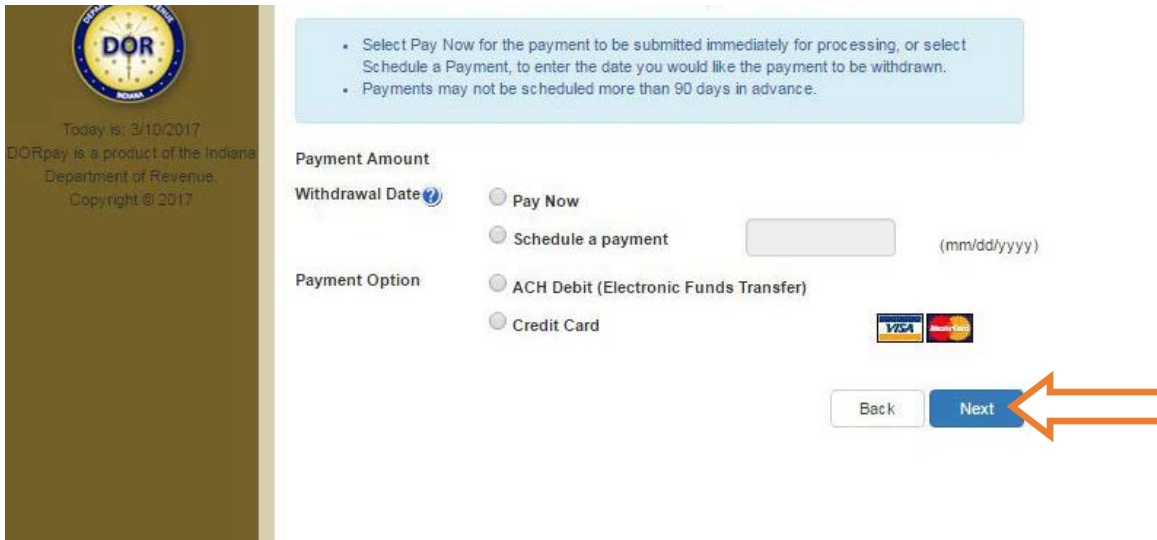
The screenshot displays the DORpay payment interface. On the left is a dark green sidebar with the DOR logo and text: "Today is: 3/10/2017", "DORpay is a product of the Indiana Department of Revenue.", and "Copyright © 2017". The main content area has a light blue header with instructions: "Select Pay Now for the payment to be submitted immediately for processing, or select Schedule a Payment, to enter the date you would like the payment to be withdrawn." and "Payments may not be scheduled more than 90 days in advance." Below this, the "Payment Amount" field is empty. The "Withdrawal Date" section has a calendar icon and two radio buttons: "Pay Now" (selected) and "Schedule a payment" (with an empty date input field and "(mm/dd/yyyy)" placeholder). The "Payment Option" section has two radio buttons: "ACH Debit (Electronic Funds Transfer)" and "Credit Card" (selected). To the right of the "Credit Card" option are logos for VISA and MasterCard. At the bottom right are "Back" and "Next" buttons, with a large orange arrow pointing to the "Next" button.

Schedule a Payment Option

Verify your payment amount is correct.

Select “Schedule a payment” and enter the date you would like the payment to be withdrawn to schedule a payment up to 90 days in advance.

You may schedule a payment up to 90 days in advance. Enter the payment due date in the box to ensure your payment is debited from your bank account on the due date. If the due date falls on a weekend or holiday, enter the next legal business day.



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• Select Pay Now for the payment to be submitted immediately for processing, or select Schedule a Payment, to enter the date you would like the payment to be withdrawn.
• Payments may not be scheduled more than 90 days in advance.

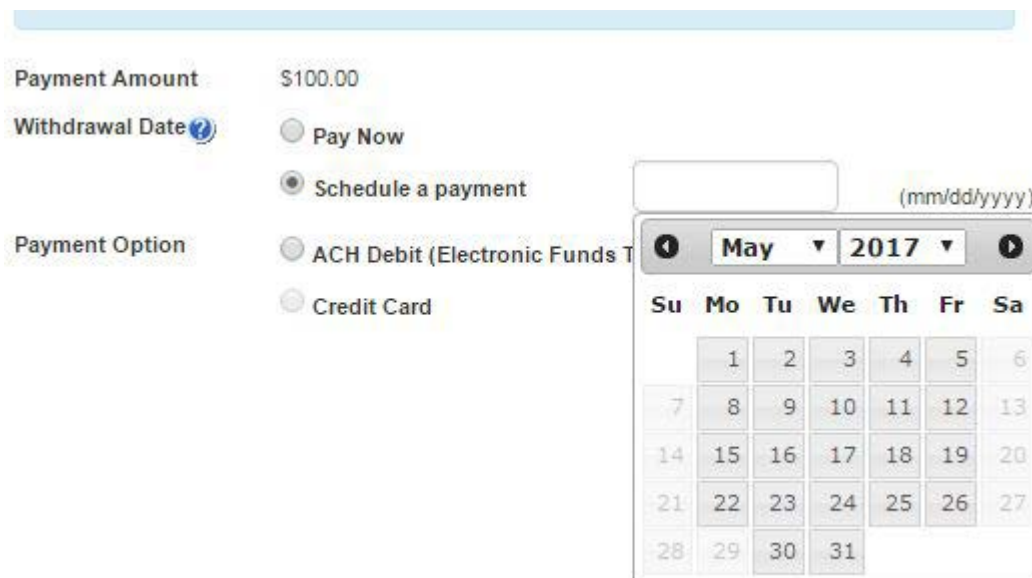
Payment Amount

Withdrawal Date ⓘ ☐ Pay Now ☐ Schedule a payment (mm/dd/yyyy)

Payment Option ☐ ACH Debit (Electronic Funds Transfer) ☐ Credit Card

Back Next

When scheduling a payment, the calendar displays available payment days up to 90 days in advance. Weekends and holidays are noted in the calendar and are not available for selection. If your payment due date falls on a weekend or holiday, select the next legal business day.



Payment Amount \$100.00

Withdrawal Date ⓘ ☐ Pay Now ☒ Schedule a payment (mm/dd/yyyy)

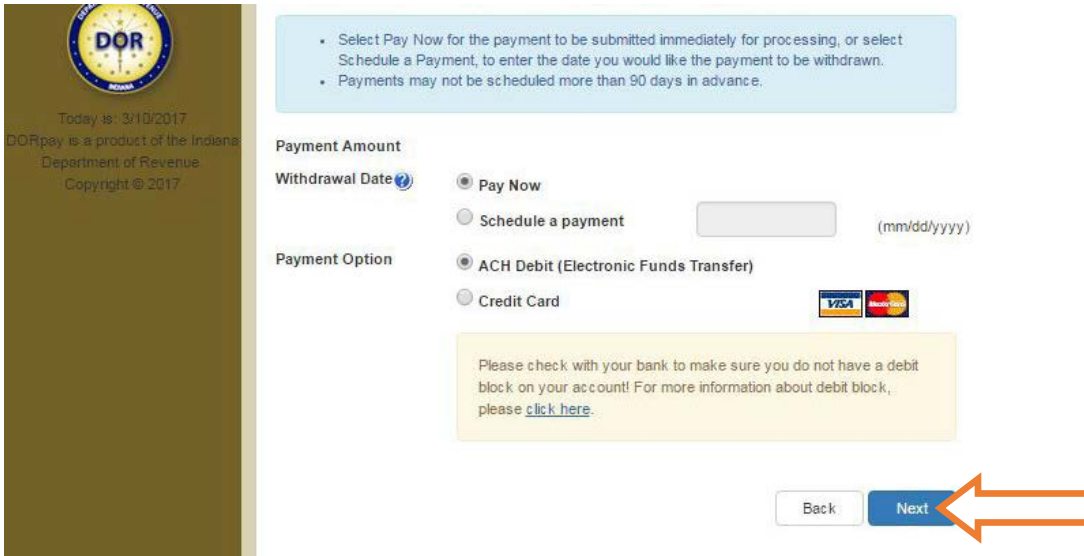
Payment Option ☐ ACH Debit (Electronic Funds T ☐ Credit Card

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Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

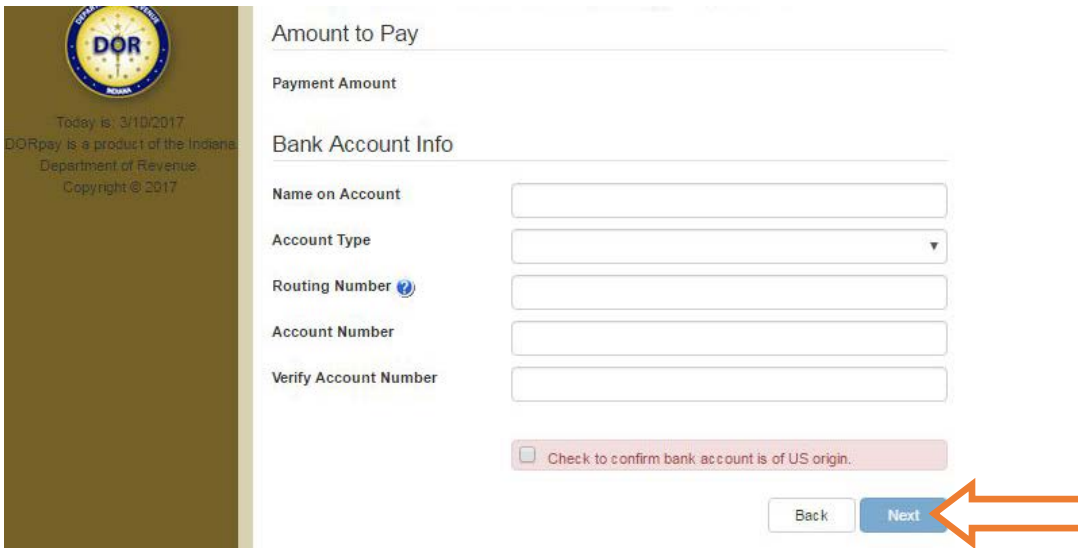
ACH Debit (Electronic Funds Transfer) Payment Option

Once you have selected your withdrawal date, select your payment option. If selecting ACH Debit (Electronic Funds Transfer), please make sure you do not have a debit block on your bank account. Click “Next.”



The screenshot shows the DORpay interface for selecting a payment option. On the left is a vertical sidebar with the DOR logo and text: "Today is: 3/10/2017", "DORpay is a product of the Indiana Department of Revenue", and "Copyright © 2017". The main content area has a light blue header with instructions: "Select Pay Now for the payment to be submitted immediately for processing, or select Schedule a Payment, to enter the date you would like the payment to be withdrawn. Payments may not be scheduled more than 90 days in advance." Below this, the "Payment Amount" field is empty. The "Withdrawal Date" is set to "3/10/2017". Under "Payment Option", "ACH Debit (Electronic Funds Transfer)" is selected with a radio button, and "Credit Card" is unselected. To the right of "Credit Card" are logos for Visa and MasterCard. A yellow warning box states: "Please check with your bank to make sure you do not have a debit block on your account! For more information about debit block, please [click here](#)." At the bottom right are "Back" and "Next" buttons, with an orange arrow pointing to the "Next" button.

Provide your bank account information. Check the box to confirm your bank account is of U.S. origin.



The screenshot shows the DORpay interface for providing bank account information. The sidebar is identical to the previous screen. The main content area has a light blue header with the text "Amount to Pay". Below this, the "Payment Amount" field is empty. The "Bank Account Info" section contains five input fields: "Name on Account", "Account Type" (a dropdown menu), "Routing Number" (with a help icon), "Account Number", and "Verify Account Number". At the bottom, there is a checkbox labeled "Check to confirm bank account is of US origin." which is currently unchecked. At the bottom right are "Back" and "Next" buttons, with an orange arrow pointing to the "Next" button.



Once you have confirmed your bank account is of U.S. origin, you will be asked to confirm your billing address information. Click “Next” to proceed.

☒ Check to confirm bank account is of US origin.


Billing Address

Country	<input type="text"/>
Street Address	<input type="text"/>
	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>

Verify your payment information and click “Submit” to proceed.



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Step 2 of 3: Verify and Submit

Your transaction is not complete until you click the submit button to submit your payment.

Payment Amount

Name on Account

Account Type

Routing Number

Account Number

Country

Street Address Line 1

City

State


Zip Code

Back


Cancel

Submit

Print the payment confirmation page for your records. Your Payment Locator Number (PLN) can be used to check the status of your payment. Please maintain this information for your records. Click “Done” to return to the DORpay homepage.



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Payment Confirmation

Thank you! The following payment has been submitted. Please [print this page](#) for your records.

Payment Locator Number

Payment Amount

Portal Fee

Total Charge

Payment Submitted By

Payment Submitted On

Payment Method

Credit Card Number

Expiration Date

Please write down the following number, which is your Payment Locator Number (PLN):

It is extremely important that you save this number for your records. You can use it to [check the status](#) of your payment in DORpay.

Thank you for using DORpay!

Done

Credit Card Payment Option

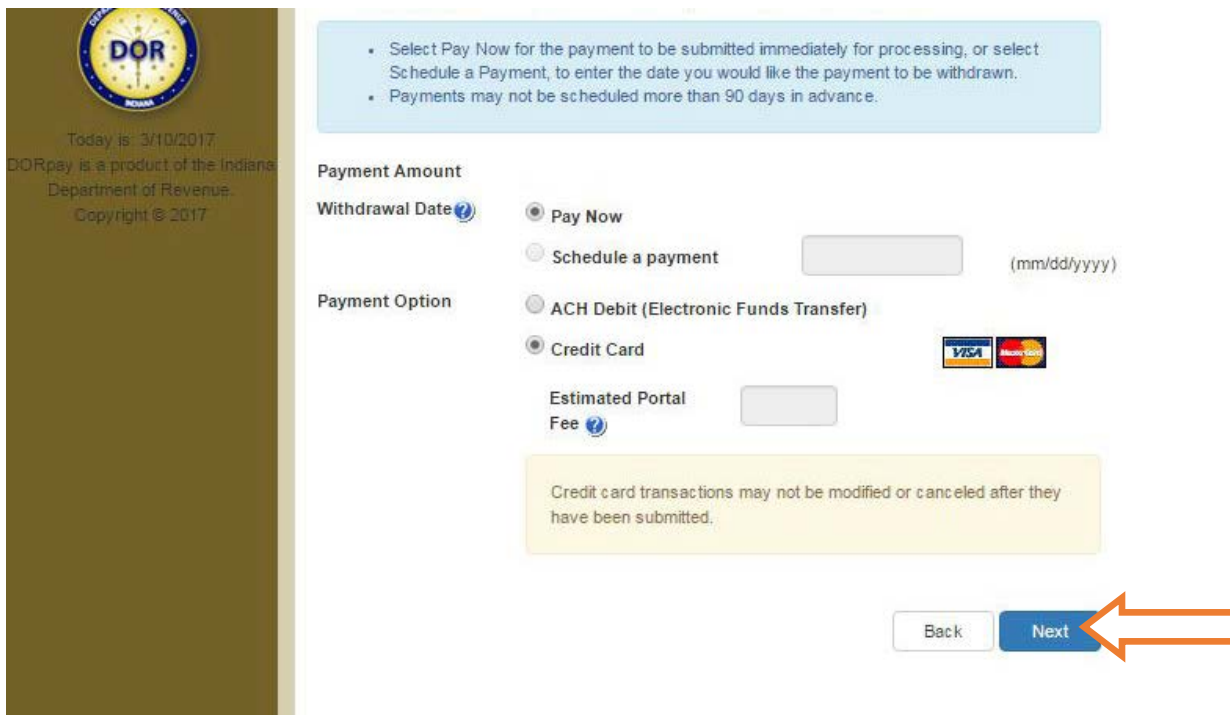
If you select the “Credit Card” payment option, please note the estimated portal fee. This online service includes a non-refundable portal fee that allows the Indiana Department of Revenue to deliver this important service via the internet.

For online transactions paid via credit card, there is a portal fee of \$1.00 plus 2% of the total transaction amount. Please note that portal fees are non-refundable.

For online transactions paid via ACH debit, there is no portal fee.



You will have the opportunity to review all applicable fees prior to finalizing your transaction. At that point, you will have the option to cancel your online transaction or select a different payment method.

Click “Next.”



The screenshot displays the DORpay interface for selecting a payment method. On the left is a vertical banner with the DOR logo and text: "Today is: 3/10/2017", "DORpay is a product of the Indiana Department of Revenue.", and "Copyright © 2017". The main content area has a light blue header with instructions: "Select Pay Now for the payment to be submitted immediately for processing, or select Schedule a Payment, to enter the date you would like the payment to be withdrawn." and "Payments may not be scheduled more than 90 days in advance." Below this, the "Payment Amount" field is empty. The "Withdrawal Date" section has a help icon and two radio buttons: "Pay Now" (selected) and "Schedule a payment" (with an empty date field and "(mm/dd/yyyy)" label). The "Payment Option" section has two radio buttons: "ACH Debit (Electronic Funds Transfer)" and "Credit Card" (selected). To the right of the "Credit Card" option are Visa and MasterCard logos. Below the radio buttons is the "Estimated Portal Fee" field with a help icon and an empty input box. A yellow warning box states: "Credit card transactions may not be modified or canceled after they have been submitted." At the bottom right are "Back" and "Next" buttons, with a large orange arrow pointing to the "Next" button.

Enter your credit card information. Click "Continue" to proceed.



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Credit Card Information



Step 1 of 3: Enter Card Information

Enter your credit card information including billing address to make a payment. The cardholder name must be entered exactly as it appears on the card.

Payment Amount	<input type="text"/>
Portal Fee	<input type="text"/>
Total Charge	<input type="text"/>
Cardholder Name	<input type="text"/>
Credit Card Type	<input type="text"/>
Credit Card Number	<input type="text"/>
Expiration Date	Month <input type="text"/> Year <input type="text"/>
Card Security Code (CSC)	<input type="text"/> What is my Card Security Code (CSC)?
Country	<input type="text"/>
Street Address	<input type="text"/> <input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>

BackContinue

Verify your credit card payment information. Click “Submit” to proceed. Please make sure to only click “Submit” once. Clicking more than once can result in multiple charges to your card.



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Step 2 of 3: Verify and Submit

Your transaction is not complete until you click the submit button to submit your payment.

Review your credit card payment information for accuracy prior to submitting. Click on the 'Previous' button to modify your credit card information. Click the 'Cancel' button return to your businesses list. Click the 'Submit' button only ONCE to submit your payment. Clicking the 'Submit' button multiple times will result in multiple charges to your card.

Payment Amount

Portal Fee

Total Charge

Cardholder Name

Credit Card Type

Credit Card Number

Expiration Date (MM/YYYY)

Country

Street Address Line 1

City

State

Zip Code


Card Security Code (CSC)

Back


Cancel

Submit

Print the payment confirmation page for your records. Your Payment Locator Number (PLN) can be used to check the status of your payment. Please maintain this information for your records. Click “Done” to return to the DORpay homepage.



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Payment Confirmation

Thank you! The following payment has been submitted. Please [print this page](#) for your records.

Payment Locator Number	
Payment Amount	
Portal Fee	
Total Charge	
Payment Submitted By	
Payment Submitted On	
Payment Method	
Credit Card Number	
Expiration Date	

Please write down the following number, which is your Payment Locator Number (PLN):

It is extremely important that you save this number for your records. You can use it to [check the status](#) of your payment in DORpay.

Thank you for using DORpay!

[Done](#)